



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** E 20020117

**OPEN:** 5/17/02

**CLOSE:** 6/7/02

**THIS IS A PERMANENT POSITION.**

**POSITION VACANT:** Program Director (Biomedical Engineer) AD-858-4. Salary ranges from \$78,265 to \$121,967 per annum.

**PROMOTION POTENTIAL:** None

**LOCATION:** Directorate for Engineering, Division of Bioengineering and Environmental Systems, Arlington, VA.

**BARGAINING UNIT STATUS:** This position is included in the Bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VIII.

**AREA OF CONSIDERATION:** All Sources

### **THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE**

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive civil service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

The Division Bioengineering and Environmental Systems (BES) supports research that expands the knowledge base of bioengineering at scales ranging from proteins and cells to organ systems, including mathematical models, devices and instrumentation systems. Current interest areas include tissue engineering and the development of biological substitutes; biosensors, i.e., devices that use a biological component; food processing, especially with respect to food safety; and metabolic engineering, including the application of systems analysis tools to understand metabolic transport.

**DUTIES AND RESPONSIBILITIES:** The incumbent of this position serves as one of three Program Directors responsible for the planning and administration of the Biomedical Engineering and Research to Aid Persons with Disabilities Program. The incumbent serves as a recognized authority in the area of biomedical engineering and is responsible for engineering methods, science, and technology to solve problems in the life sciences and medicine. Responsibilities include:

- Long-range planning and budget development for the areas of science and engineering represented by the program.

- Preparation of press releases, feature articles and materials describing advances in the research supported, and coordination liaison with other programs in NSF, other Federal agencies and organizations.
- Leads, plans and administers the relevant program within the framework of legislation, agency policies, missions, objectives and resources. Serves as spokesperson of the program and with the scientific, engineering, and business community.
- Implements the proposal review and evaluation process for the relevant program (e.g., review of proposals; selection of reviewers; management of program; and allocation of budget).
- Implements new or revised policies, and develops technical, fiscal, and administrative approaches to improve the activities and management of the program.
- Manages and monitors grants and interagency agreements to ensure fulfillment of commitments to/and by NSF.
- Works with management program staff NSF-wide to apprise them of the program trends and direction.
- Designs, develops, manages, coordinates, and implements new initiatives regarding the most recent and cutting edge technological developments.
- Develops and presents clear and concise explanations and interpretations of NSF policies and research program initiative for the academic community, large industrial firms, small business, the investment community, state and local governments and other federal agencies.
- Serves as the NSF's representative on permanent or ad hoc committees.

**QUALIFICATIONS REQUIRED:** Applicants must have a Ph.D. or equivalent experience in bioengineering (biochemical and /or biomedical), medical physics or a closely related field, and at least six years of successful research experience, research administration, and/or managerial experience beyond the Ph.D. pertinent to the position. The position requires an understanding of and demonstrated experience in new bio-product design, development and engineering, as well as new business development. The applicant should possess, demonstrated experience-providing leadership to multi-disciplinary research programs, or managing research and bio-product development activities.

**QUALITY RANKING FACTORS:** Final ranking is based on job related experience, training, education, awards, performance appraisal and the following knowledge, skills and abilities:

- Knowledge of the latest engineering research directed toward the characterization, restoration, and or substitution of normal functions in humans.
- Ability to organize, implement and manage a proposal-driven grant program, allocating resources to meet a spectrum of program goals.
- Skill in meeting and dealing with the scientific and engineering community and peers to effectively present and advocate program policies and plans.
- Broad knowledge and understanding of the technology, economics and operating principles of biomedical engineering.
- Ability to organize, implement and manage a proposal-driven biomedical engineering grant program allocating resources to meet a broad spectrum of program goals.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position may be contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period is also required.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

**HOW TO APPLY:** You may apply for this position with the *Optional Application for Federal Employment (OF-612)*, the older Application for Federal Employment (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: \* Your country of citizenship. \* Your social security number. \* Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. \* Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. \* If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. \* The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20020117. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** Inquiries of a technical nature regarding this position may be directed to Dr. Ebert Marsh, Deputy Assistant Director for the Division of Engineering, (703) 292-8301. For additional information call Yvonne Woodward, on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**